



CITY OF HOUSTON

Job Posting

Applications accepted from:	All persons interested
Job Classification	Program Manager (Grant Funded Position)
Posting Number	PN# 109737
Department	Mayor
Division	Office of Public Safety & Drug Policy
Section	Mayor's Anti-Gang Office
Reporting Location	900 Bagby
Workdays & Hours	M - F, 9 a.m. - 6 p.m.* (Some weekends & evenings) *Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Successful applicant will oversee the development and implementation of the United Minds Youth Advisory Council and Mentoring Program for the Gulfton community.

Job duties will include:

- Supervising the Youth Advisory Council (YAC) Coordinator
- Monitoring progress of implementation of YAC activities
- Recruiting, screening, training adult mentors
- Matching mentors with mentees; ongoing supervision of the match
- Developing guidelines for activities that promote leadership and character development
- Engaging community support and promoting the program
- Coordinating and attending mentor meetings and weekend projects
- Developing and implementing evaluation instruments
- Preparing and maintaining all grant and city related reports and documents
- Monitoring budget and expenditures
- Other duties as needed

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree from a field of study such as Education, Social Sciences, or Social Work.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of experience in coordinating and managing community programs and activities. Professional experience may be substituted for the above education requirement on a year-for-year basis. Applicant must be willing to work some evenings and weekends as necessary.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Preference will be given to applicants who are Spanish speakers, have experience working with youth, and a background in program development, implementation and evaluation.

SELECTION/SKILLS TESTS REQUIRED

Successful candidates must submit to a criminal background check.

SAFETY IMPACT POSITION

☒ Yes ☐ No

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17
\$992-\$1,306 Biweekly \$25,038- \$33,956 Annually

OPENING DATE

April 5, 2006

CLOSING DATE

Open until filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **For application status inquiries, please call (713) 247-1441.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD phone number is (713) 837-9471.**

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